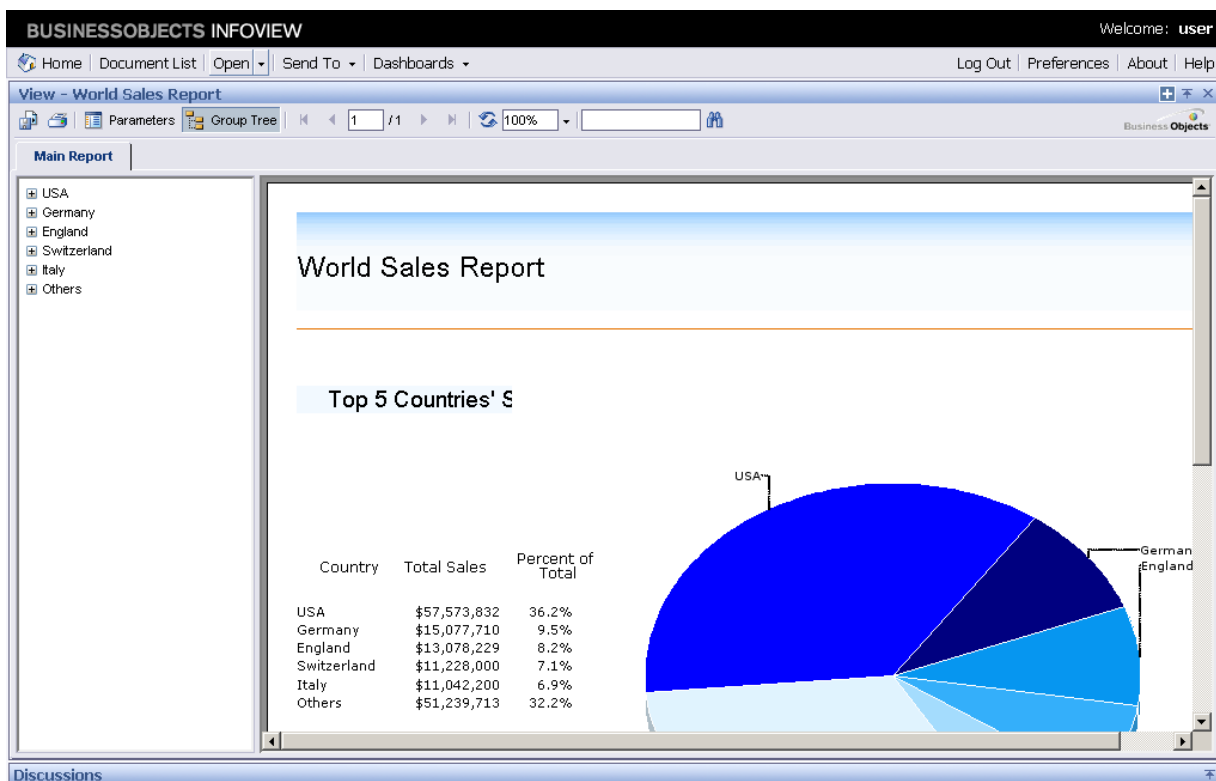


Accessing Encyclopedia

Procedure

1. Start the transaction using the menu path or transaction code.
2. Start the transaction using the menu path or transaction code.

Toolbar



3. Click **Open**.

You are looking at the World Sales Report. You can display the Encyclopedia panel to help you understand and interpret the contents of the object. By default, the Encyclopedia panel is not displayed when you open an object.

4. Click **Encyclopedia**.
5. Press [Enter] to continue.

Accessing Encyclopedia

Encyclopedia appears on the right side of the screen.

Encyclopedia provides business intelligence users with essential information about their reports.

It enables users to answer the following questions:

- What is the purpose of the report?
- What business questions does it help answer?
- How is it best viewed?
- What terms are used in the report and what do they mean?
- What other reports are related to this one?
- What analysis has been used in the report, and how does it work?

If you have the necessary access rights, you can make changes to the information in any of the

four main parts of Encyclopedia:

- Overview
- Business Questions
- Glossary Terms
- Guided Analysis

Note: For information about your rights to modify Encyclopedia, contact your System Administrator.

Press **[Enter]** to continue.

6. Press [Enter] to continue.

The Overview tab is the first thing that is displayed on your screen when you open Encyclopedia.

The Overview tab contains:

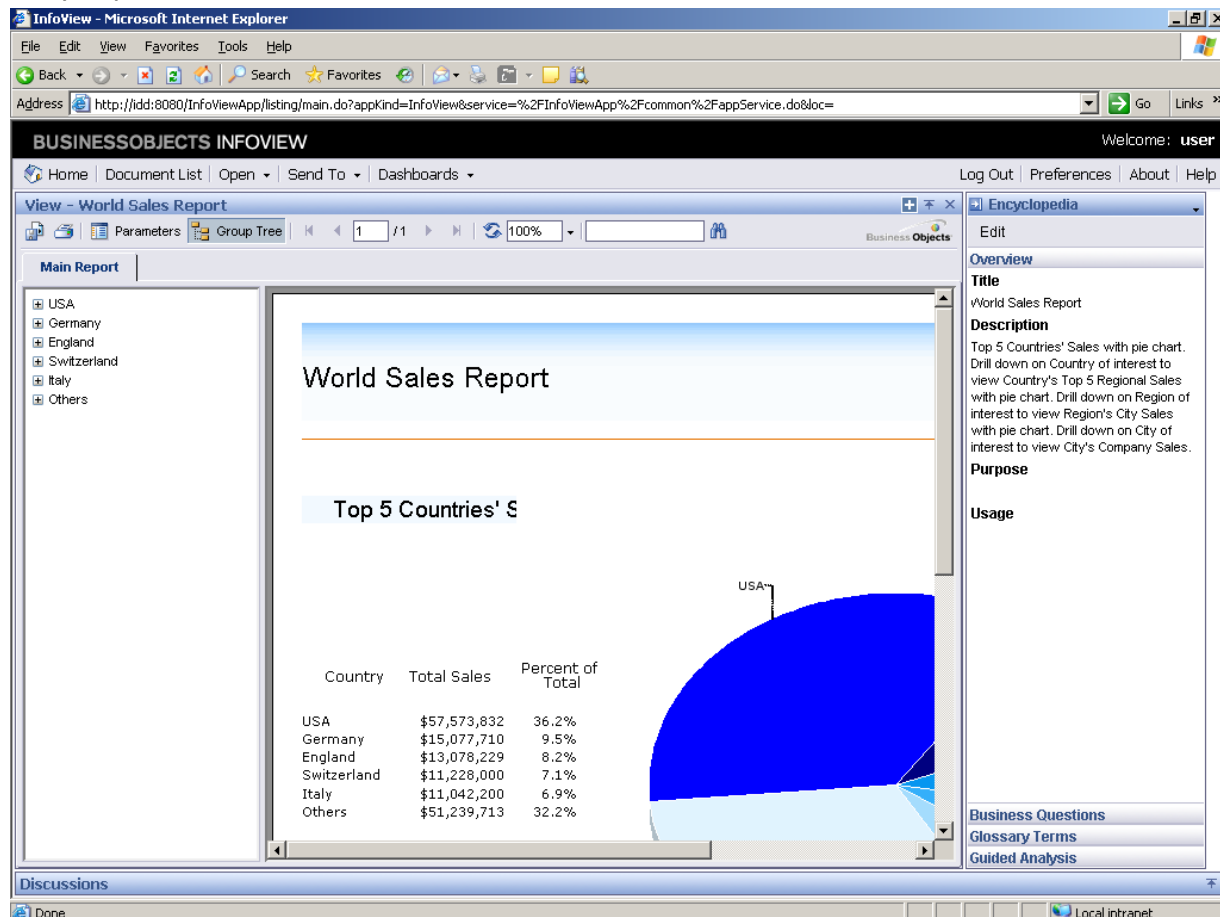
- The title of the object.
- A brief summary of the object. Users can read the description to determine whether or not the object is useful to them.
- The purpose of the object.
- An explanation of how to use the object. This information can include the meanings

Accessing Encyclopedia

of terms that are used, instructions for the interpretation of charts, tables, and measures, a description of parameters/prompts, and information about any guided analysis that may be associated with the object.

Press **[Enter]** to continue.

Encyclopedia



The screenshot shows the Business Objects InfoView application in a Microsoft Internet Explorer browser. The main report is titled 'World Sales Report' and displays 'Top 5 Countries' Sales'. It includes a table of sales data and a pie chart showing the USA as the largest segment.

Country	Total Sales	Percent of Total
USA	\$57,573,832	36.2%
Germany	\$15,077,710	9.5%
England	\$13,078,229	8.2%
Switzerland	\$11,228,000	7.1%
Italy	\$11,042,200	6.9%
Others	\$51,239,713	32.2%

The 'Encyclopedia' sidebar on the right contains the following sections:

- Overview**
 - Title**: World Sales Report
 - Description**: Top 5 Countries' Sales with pie chart. Drill down on Country of interest to view Country's Top 5 Regional Sales with pie chart. Drill down on Region of interest to view Region's City Sales with pie chart. Drill down on City of interest to view City's Company Sales.
 - Purpose**
 - Usage**
- Business Questions**
- Glossary Terms**
- Guided Analysis**

- Click the **Business Questions** tab.
- Press **[Enter]** to continue.

A Business Question is a business-oriented query that is answered by one or more objects in InfoView. Business Questions are linked to relevant objects; by selecting a

Accessing Encyclopedia

question, users are given the choice of one or more objects that help answer the question.

Press **[Enter]** to continue.

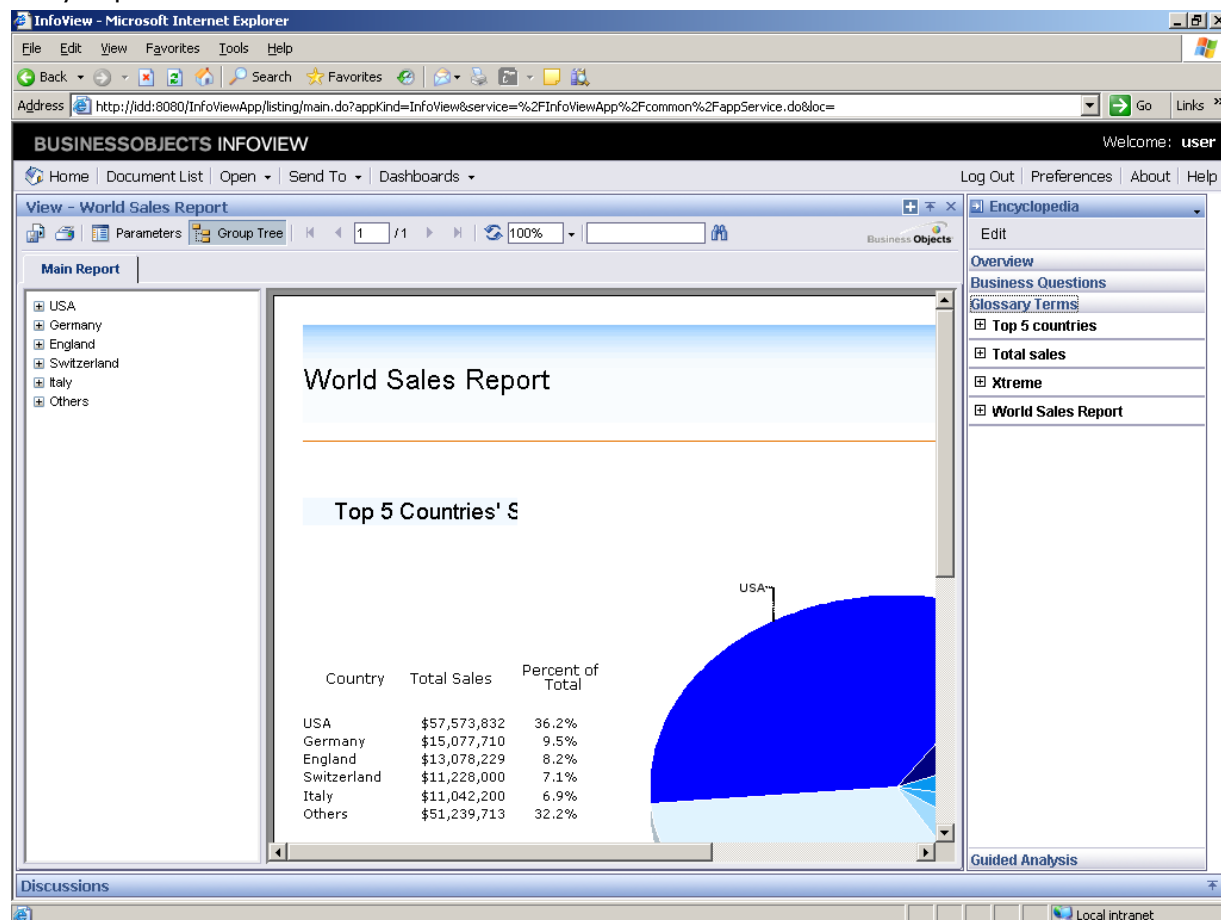
Encyclopedia

Encyclopedia
Edit
Overview
Business Questions
<input type="checkbox"/> What are the sales for England?
<input type="checkbox"/> What are the sales for Italy?
<input type="checkbox"/> What are the sales for Germany?
<input type="checkbox"/> What are the sales for USA?
Glossary Terms
Guided Analysis

9. Click the **Glossary Terms** tab.

Accessing Encyclopedia

Encyclopedia



10. Press [Enter] to continue.

A Glossary Term is a definition of a term that is used in the object. These definitions are maintained in Encyclopedia and are available to all users as they view objects and navigate around other related objects. Glossary Terms are linked to relevant objects.

Press **[Enter]** to continue.

11. Click the **Guided Analysis** tab.

12. Press [Enter] to continue.

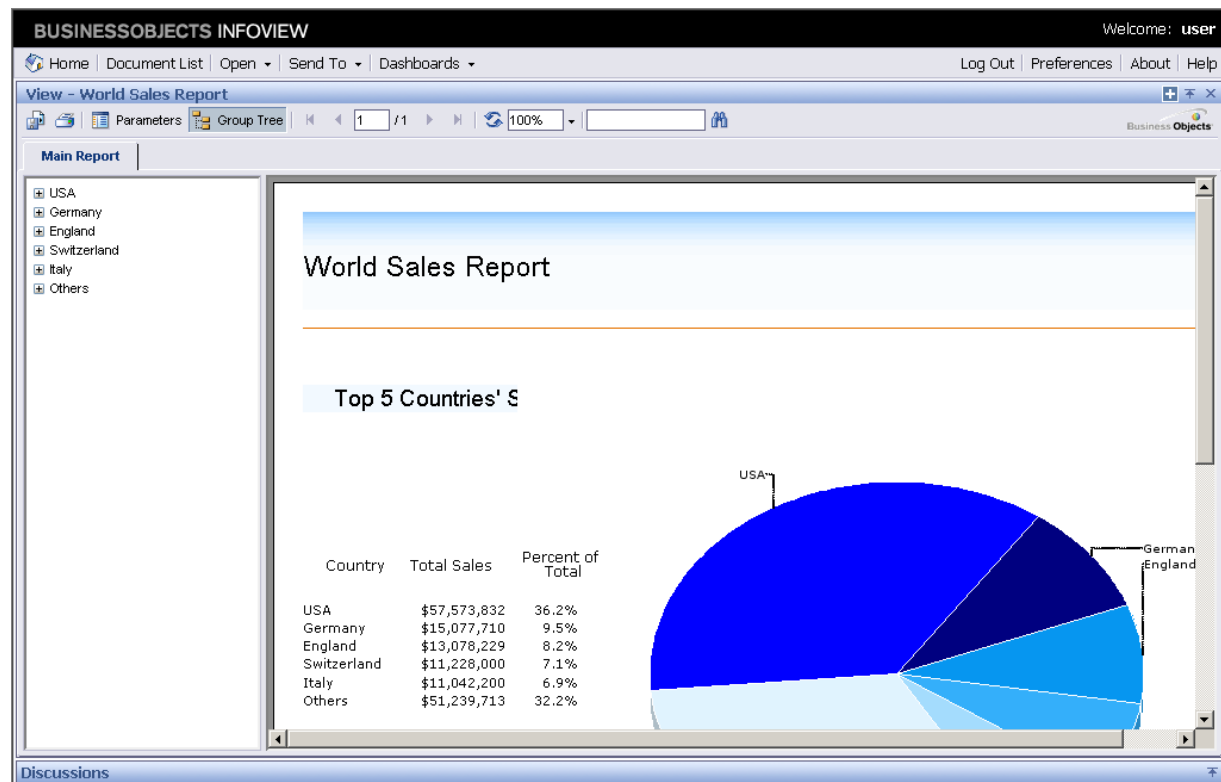
Accessing Encyclopedia

Guided Analysis provides you with suggested navigation paths—or Storylines—through objects in InfoView. When you view an object, a storyline suggests other objects that you may want to view and, if possible, displays a list of the objects in the Storyline that lead to the current object that you are viewing.

Press **[Enter]** to continue.

13. Click **Toggle Encyclopedia** .

InfoView



14. Press **[Enter]** to continue.

The Encyclopedia window closes.

Press **[Enter]** to continue.